



Job Announcement

NAFAKA – KILIMO is a local Non-Governmental Organization (NGO) working with both public and private actors in the food systems with objectives of expand markets opportunities for agricultural development. NAFKA – KILIMO fosters to generate efficiencies between various agricultural value chain actors, avoid redundancy while optimizing government and donor investments that strengthen economic growth and returns for business and optimizing agricultural production for farmers, micro, small, medium, and large agricultural producers and processors.

NAFAKA KILIMO is a Cooperating Partner CP of Norges Vel Norway and Tanzania under the Norwegian Agency for Development Cooperation (NORAD) that is funding “Growing Resilience project” which aims at Increasing food security through sustainable local value chains in Kilombero & Mbarali Districts. NAFKA KILIMO is seeking for following positions.

1. Project Coordinator (1 Post: Iringa NAFKA KILIMO Office)

Summary:

The project coordinator will be responsible for organizing and managing various parts of the project to ensure its success. This includes assigning and monitoring daily tasks and communication as well as creating reports and updates for the CEO, donors, other stakeholders and other members of management. The project coordinator will serve an essential role in effective project management and implementation.

In most cases, project coordinator assists Agronomists with specific administrative tasks related to their assigned projects. They organize and communicate all the details of projects and specific assignments to team members and serve as a liaison between those team members and the project Team.

Essential Duties and Responsibilities

- Coordinating and monitoring the daily progress of the project
- Providing detailed updates and reports on project implementation to the CEO, Implementing Partner, Donors and other stakeholders
- Manage good relations between the project and the government, the donor, project stakeholders including value chain actors.
- Ensuring team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits
- Planning meetings and organizing project logistics
- Conduct weekly meetings with Field Agronomists and other project team members to review and discuss status of program development and implementation, progress evaluated, and next steps agreed;
- Coordinate and participate in developing tools for routine data collection, Farmers organization FOs mapping and vetting, capacity needs assessment and all other tools that will be necessary for project implementation.
- Oversee QDS producers rapid assessment processes to identify market opportunities and capacity gaps and plan for a capacity strengthening plan.
- Coordinate work planning and implementation closely with the project team to ensure smooth and coherent project delivery;
- Coordinate timely routine data collection that will help in generating implementation reports for project evaluation and reporting
- Liaise and coordinate with other relevant projects in the regions to increase synergies and complementarians.
- Identify constraints in the local rice value chains so that the program and its partners can begin identifying and introducing solutions.

Qualification Requirements:

- Required: At least a bachelor’s degree in Agronomy, Agribusiness, Agriculture, Project Planning and Marketing or related fields.
- At least 10 years of working experience of which should be at a senior level and of which at least 5 years in a private enterprise and agribusiness sector.



- At least 5 years' experience in project coordination preferably in donor funded projects
- Readiness to work and travel in rural districts with minimal amenities.
- Experience in facilitating workshops, networking, and building alliances
- Organization and time management: Managing the daily activities and needs of an entire team and an excellent ability to multitask and effectively manage your time.
- Familiarity and experience in working on rice value chains will be an added advantage.
- Possess a demonstrable high level of competence in market systems facilitation.
- A strong flare for problem solving and evidence-based approaches to capacity development
- Complete fluency in oral and written English and Kiswahili

2. Field Agronomists (2 Posts: Kilombero 1, Mbarali 1).

Summary:

Support farmers, input supply companies, agro dealers, women, and youth groups, and Village Based Agricultural Advisors/Agents to help them use and apply appropriate technology and skills and sustainably increase productivity and profitability of their enterprises and farming business.

Essential Duties and Responsibilities:

The Agronomist will report directly to the Project Coordinator with the following roles:

- TOTs training to Village Agricultural Extension Officers on SRI (Improved furrows irrigation practices, Safe Alternate Wetting and Drying, Land preparation, nursery establishment and management)
- Establishment of Demo plots for SRI 1/2 acre
- ToTs training fertilizers, pesticides product knowledge safer use and handling
- Facilitate provision of ToTs training on PHH
- Training on improved furrow for irrigation for the farmers farms (SRI)
- Introduction meeting with new Quality Declared Seeds (QDS) producers
- Input support to QDS farmers
- Training to QDS Producers in collaboration with TOSCI
- Training on business development to the QDS producers
- Support QDS individual and field registration
- Support QDS field inspections and sample testing
- Working with TOSCI to facilitate registration and certification sign MoU
- Strengthen seed clusters/platform in Kilombero and Mbarali
- Public sensitization campaign on the use of quality seeds
- Support of aggregation demand inputs (pesticides and fertilizers)
- Training farmers on financial literacy (Savings)/BDS + Marketing
- Gender Training to Men and women, Roles and responsibilities in rice value chain
- Leadership training to women, Meaningful decision making
- Conduct organizational capacity assessment
- Train farmers on Climate change
- Establishment of draught resilience seed demo

Qualification Requirements:

- Minimum of bachelor's degree in agriculture, agronomy, botany, or related field
- At least 5 years' working experience in agro input supply industry or institution supporting Scaling QDS production technology in the rice sector.
- Must have excellent knowledge in rice production, as well as possess strong leadership skills and have a proven track record in agriculture development projects.
- Previous or current experience in the rice industry in Tanzania is an added advantage.
- Excellent writing skills and oral communication skills
- Ability to work independently and produce quality communications under tight deadlines.



- Complete fluency in oral and written Kiswahili and English
- Proficiency with Microsoft Office and other media creation/editing programs

3. Finance Officer (1Post: Iringa NAFKA KILIMO Office)

Summary:

Under direction of the Head of Operations and Finance, the Finance Officer performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying and reconciling complex financial transactions, statements records and reports. Assists in the preparation of assigned budget, annual audit, monthly reports and year end closing. Supports compliance regarding payment facilitation, documentation as well as keeping financial related documents organized and filed.

Essential Duties and Responsibilities:

1. Work closely with the Head of Operations and Finance to oversee financial aspects of the project
2. Financial record management
 - Organizes and implements accounting/record keeping systems and procedures for filing and easy retrieval of records.
3. Prepare payments, receipts and journals vouchers
4. Monthly financial reporting
 - Assist with end of month financial reporting process
 - Support in monthly statutory return preparations
 - Post payment vouchers into accounting system, and ensure posting are complying with both project and donor rules.
5. Assist with processing payments and invoices accurately and timely as per recommended procedures.
 - Payroll preparation and statutory remittance
6. Coordinate with the Head of Operations and Finance, Administration Team, and technical department to ensure compliance of required financial documents
7. Identify issues and risks related to program implementation in a timely manner and suggest appropriate program adjustments

Qualification Requirements:

University degree in accounting or finance, advanced degree in related field preferred

- Knowledge of Accounting Packages, specifically QuickBooks is preferred
- Minimum of 5 years work experience working in similar role preferably in NGO.
- In depth understanding of Generally Accepted Accounting Principles. (GAAP)
- High level of interpersonal skills and ability to work independently and with a team of professionals.
- Strong analytical skills and excellent knowledge of excel.
- Fluency in English and Kiswahili.

4. Gender & Youth Specialist (1Post: Iringa NAFKA KILIMO Office)

The Gender and Youth Specialist will report directly to the Project Coordinator with the following roles:

- Promote, design, implement, and manage gender equality, youth participation, and social inclusion activities.
- Ensure program efforts do not pose increased risks to any individual or marginalized group.
- Provide expertise in gender equality, youth participation, and social inclusion.
- Contribute to the distribution of best practices and lessons learned.
- Mobilize formation of the women and youth economic groups.
- Training women group on gender related issues.

Qualification Requirements:

- A minimum of a Diploma in Community Development, Degree in Social Studies or relevant fields.
- Proven ability to engage in activities related to the available positions.
- ~~Strong written and oral communication skills.~~



- Fluency in English and Swahili required.
- Ability to travel within the country as necessary.

5. Project Driver (1Post: Iringa NAFKA KILIMO Office)

Summary:

A driver will be responsible for transporting staff and other authorized passengers and goods to different destinations in official duties. He/she will also be responsible for maintaining the organization vehicles mileage and fuel logs, perform minor repairs and keep the service tracker.

Essential Duties and Responsibilities

- Drive vehicles for the transport of authorized passengers, deliver, and collect documents and other items.
- Meet official personnel at airports or other locations and facilitate formalities as required.
- Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned vehicles are road worthy and maintained.
- Also Perform minor repairs, arrange for other repairs, and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations, or other local procedures, are taken in case of involvement in an accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensure that instructions and security and safety guidance provided by the supervisor and security focal point are strictly followed.
- To Ensures valid documentation for passengers, items or cargo in vehicle.
- Perform other related duties as required.

Qualification Requirements:

Required: Certificate of Secondary Education and a valid class C active driving license

- At least 5 years of working experience of which should be as a driver in donor funded projects.
- Readiness to work and travel in rural districts and villages.
- Good command of Kiswahili and English.

APPLY:

Please send cover letter and updated resume to nafakakilimotz@gmail.com not later than 8th March 2024. The subject line of the email should include the job title and location.